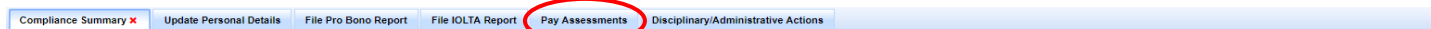


HOW do I print a CPF Assessment Invoice in AIS

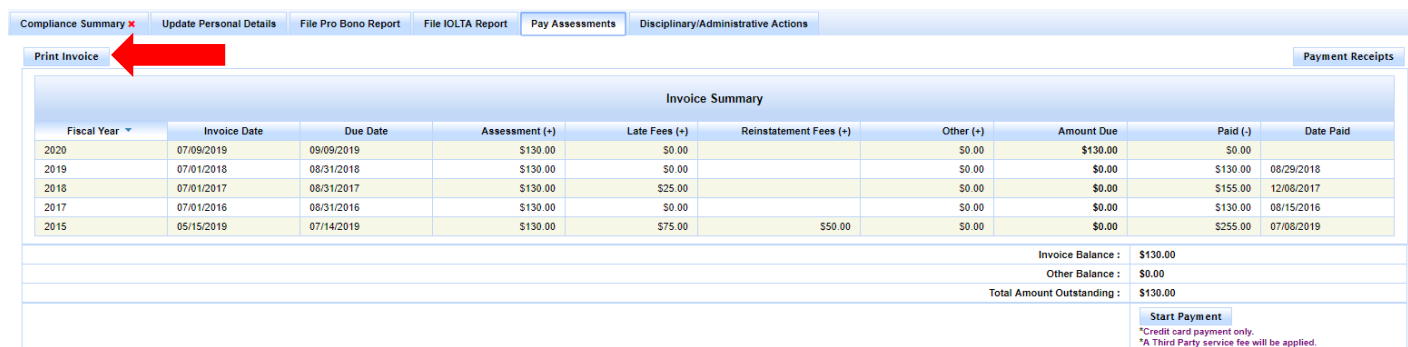
1. Login to AIS. (NOTE: You must be registered in AIS to print an invoice.)
2. From the main AIS screen select the Pay Assessments TAB:



NOTE: Attorneys are permitted to request a status change to Inactive/Retired between July 1 and August 31. In lieu of completing the obligations below, download the [Affidavit of Retired/Inactive Status form](#) by clicking [here](#). Return the notarized form to the Client Protection Fund of the Bar of Maryland no later than August 31, as indicated on the form. Attorneys approved for this status change may not practice law being reliant on their Maryland bar license and will no longer have payment and Pro Bono, IOLTA or TIN reporting obligations.

Compliance Item	Status	Detail
CPF	✗	Payment Due. Click 'Pay Assessments' tab to make payment or to download invoice.
TIN	✓	Reporting Current.
Pro Bono	✗	Reporting Due. Click 'File Pro Bono Report' tab to file your report.
IOLTA	✗	Reporting Due. Click 'File IOLTA Report' tab to file your report.

3. From the Pay Assessment TAB, Select the Print Invoice button.

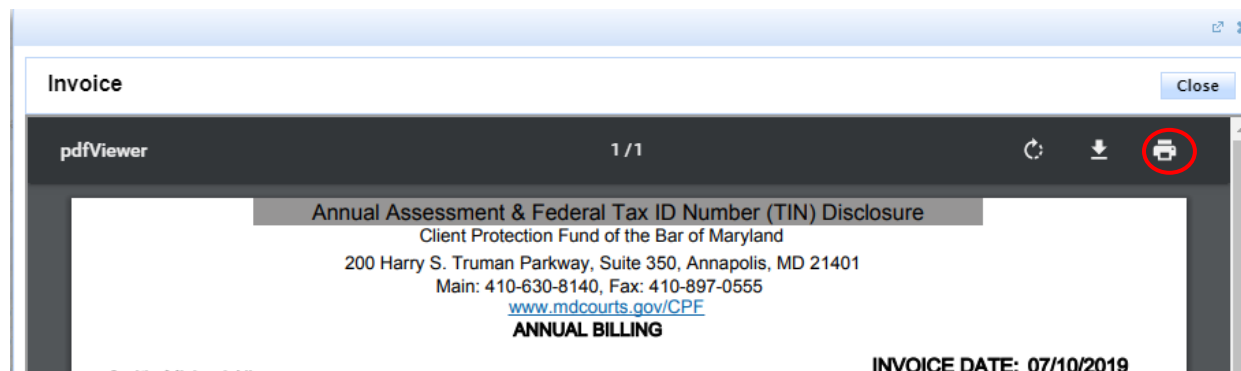


Fiscal Year	Invoice Date	Due Date	Assessment (+)	Late Fees (+)	Reinstatement Fees (+)	Other (+)	Amount Due	Paid (-)	Date Paid
2020	07/09/2019	09/09/2019	\$130.00	\$0.00		\$0.00	\$130.00	\$0.00	
2019	07/01/2018	08/31/2018	\$130.00	\$0.00		\$0.00	\$0.00	\$130.00	08/29/2018
2018	07/01/2017	08/31/2017	\$130.00	\$25.00		\$0.00	\$0.00	\$155.00	12/08/2017
2017	07/01/2016	08/31/2016	\$130.00	\$0.00		\$0.00	\$0.00	\$130.00	08/15/2016
2015	05/15/2019	07/14/2019	\$130.00	\$75.00	\$50.00	\$0.00	\$0.00	\$255.00	07/08/2019

Invoice Balance : \$130.00
 Other Balance : \$0.00
 Total Amount Outstanding : \$130.00

[Start Payment](#)
*Credit card payment only.
 *A Third Party service fee will be applied.

4. The invoice will generate on the screen.



Invoice

pdfViewer 1 / 1

Annual Assessment & Federal Tax ID Number (TIN) Disclosure
 Client Protection Fund of the Bar of Maryland
 200 Harry S. Truman Parkway, Suite 350, Annapolis, MD 21401
 Main: 410-630-8140, Fax: 410-897-0555
www.mdcourts.gov/CPF
ANNUAL BILLING

INVOICE DATE: 07/10/2019

5. Select the print icon on the invoice screen in the upper right corner or by hovering over the PDF document to display the print function. The print functionality will depend on your PDF Viewer software.
 - a. Your print manager will open so you can print the Invoice.

- REMINDER: Complete your TIN reporting on the form in part 2. before mailing:

2. FEDERAL TAX IDENTIFICATION NUMBER (TIN) DISCLOSURE:

If not making payment online, you MUST complete this Disclosure and RETURN to CPF with your payment.

Do you have a federal tax identification number ("TIN")? (Your federal tax identification number is NOT your Firm's tax identification number. It is a personal identification number that you MAY have applied for with the IRS.)

☐ NO ☐ YES

IF YES, YOU MUST provide it:

Note: If you fail to disclose your federal tax Identification Information and/or pay the assessment and/or any applicable fees due, the Court of Appeals may suspend your ability to practice law in the State of Maryland.

OR...

- Choose to complete the TIN reporting in AIS by going to the "Update personal Details TAB > then select the Edit – Personal Info button located in the middle of the page:

Compliance Summary **Update Personal Details** File Pro Bono Report File IOLTA Report Pay Assessments Disciplinary/Administrative Actions

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IOLTA	✗	Reporting Due. Click 'File IOLTA Report' tab to file your report.

Edit - Personal Info + Add Address + Add Phone + Add Fax + Add Email

ing aware of a change in the information. AIS and constituent agencies have

- The Edit Personal Information Dialog box will display:

Employer:

State of State

Federal Tax ID Reporting

☒ No, I do not have a Tax ID
 ☐ Yes, I have a Tax ID as given below

TIN:

Format: XXXXXXXXXX or XX-XXXXXXX

Last Reported:

07/01/2019 01:44:32 PM

☒ I confirm that the above Federal Tax ID information is accurate

Save

Cancel

- Complete the Federal Tax ID Reporting section then be sure to check the Confirmation box, then select the Save button.



10. Your TIN reporting has been completed and the Compliance Summary page will show a green check.

TIN	✓	Reporting Current.
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(**NOTE:** If you report your TIN on the form it will take a few days before the Compliance Summary reflects the TIN Reporting.)

END OF DOCUMENT